

### **Addendum 1**

Security Investigator Duties (SI): Serves as the assistant FSN RSO Investigator at Post, responsible for conducting background, criminal, administrative misconduct investigations and/or other sensitive investigations, as directed by the RSO/ARSO. Assumes the duties of the Senior FSN investigator during his/her absence. Assists visiting US Law Enforcement personnel with investigations/liaison, translations and interpretation services, as well as protective security matters. Assists in overseeing the local guard force program and coordinating security arrangements for VIP visits.

#### **MAJOR DUTIES**

##### **Security Investigator (SI) Duties**

- Conducts background, criminal and administrative misconduct investigations and/or other sensitive investigations as directed by the RSO/ARSO. This entails conducting pre-employment background interviews/security checks on all prospective FSN and contract employees hired by the Embassy. Assigns cases for field investigation coverage to three PNC investigators indirectly under his supervision. Assists the senior investigator in performing investigative work involving malfeasance, employee misconduct, fraud and theft in U.S. Personnel residential areas and at the Mission. Following established office practices, examines/verifies documentation, e.g. diplomas, certificates, ID's, testimonials, etc. Drafts reports of investigations, personal interviews, and depending upon results of same, makes recommendations for employment suitability, should derogatory information be developed. Monitors daily the access background investigation/re-certification database of FSN employees/ contractors hired by the Embassy, to ensure that full field background investigations are being completed on a timely basis. Assists with the ID card issuance and fingerprint program.(40%)
- Coordinates and serves as liaison between mid to high-ranking police officials and visiting US law enforcement personnel (FBI, USSS, US Marshals, etc.), on sensitive investigative matters. These investigations involve the monitoring of kidnapping and murder cases involving U.S. Citizens and/or Mission employees, cases of counterfeit, money laundering and fugitives whereabouts. Incumbent is the designated FSN in the RSO office to assist USG VIPs or any other DS and/or law enforcement visiting personnel in conducting advances, acting as liaison between GOES officials and the visiting protective security teams; assists with translations and interpretations services and other protective security duties as required. Maintains close contact with GOES/Private high-ranking officials to include Police, Military, Telephone Companies, Immigration, Customs, Airlines, etc. (30%)
- Incumbent assists in overseeing the local guard force program and directing local guard personnel with access control at large and special events, i.e. Forth of July reception, Marine Ball and several other receptions held at the Chief of Mission's residence. Provides assistance to the Residential Security Coordinator and Local Guard Coordinator as directed by RSO/ARSO. (10%)